

D. Officers and Duties

- (1) The Board shall elect annually from its members a Chairman and a Vice-Chairman. The terms of said officers shall commence on July 1, and end on June 30 of the following year.
- (2) The Chairman shall preside at all meetings of the Board, and shall sign all official documents of the Board. In the absence of the Chairman, the Vice-Chairman shall preside at the meetings, and perform all duties usually performed by the Chairman.
- (3) Should the office of Vice-Chairman be vacated, the majority of the Board shall elect a Vice-Chairman.
- (4) The Board shall employ an Executive Director who shall not be a member of the Board.
- (5) In addition to the duties imposed by law, the Executive Director shall:
  - a. attend all meetings of the Board;
  - b. keep a full, complete record of the minutes of said meetings;
  - c. notify the members of the Board of the time and place fixed for meetings of the Board;
  - d. prepare and circulate to the members of the Board a written agenda approximately five (5) days prior to each meeting;
  - e. maintain the records pertaining to licensees and registrants and the Rules and Regulations;
  - f. Conduct all routine correspondence of the Board;
  - g. issue all notices of meetings and hearings;
  - h. have custody of all books, records, and property of the Board;
  - i. annually, within sixty (60) days of the end of the fiscal year, submit books to the State Audit Department for an audit;
  - j. distribute any audit results, on receipt, to all members of the Board for review;
  - k. receive all monies payable to the Board, disburse funds, and keep such financial records as are approved by the Board;

- l. be bonded as set forth in Section 73-17-7 (4) of the Act; and
  - m. perform all duties pertaining to the office of Executive Director.
- (6) The Chairman shall be authorized to appoint any committee he deems necessary.

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- (1) The Board shall elect annually from its members a Chairman and a Vice-Chairman. The terms of said officers shall commence on July 1, and end on June 30 of the following year. ~~Neither the Chairman nor the Vice-Chairman shall immediately succeed himself in that office for more than two full one-year terms.~~
- (2) The Chairman shall preside at all meetings of the Board, and shall sign all official documents of the Board. In the absence of the Chairman, the Vice-Chairman shall preside at the meetings, and perform all duties usually performed by the Chairman.
- (3) Should the office of Vice-Chairman be vacated, the majority of the Board shall elect a Vice-Chairman.
- (4) The Board shall employ an Executive Director who shall not be a member of the Board.
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  - a. attend all meetings of the Board;
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- k. receive all monies payable to the Board, disburse funds, and keep such financial records as are approved by the Board;
  - l. be bonded as set forth in Section 73-17-7 (4) of the Act; and
  - m. perform all duties pertaining to the office of Executive Director.
- (6) The Chairman shall be authorized to appoint any committee he deems necessary.